

**P & P NO.**

7-10

EFFECTIVE DATE

July 1, 2010

SUPERSEDES NO.

25-7390

October 2008

Traffic Manual

PREPARED BY

Business Development Manager

SUBJECT

State Recognized Militia Travel

APPROVED BY

General Manager

I. PURPOSE

To establish when and how free travel for recognized Alaskan militia members may be authorized and tickets issued and used.

II. POLICY

It is the Alaska Marine Highway's policy that to the extent that space is available, free transportation on vessels of the Alaska Marine Highway System will be provided to a member of the Alaska National Guard, the Alaska Naval Militia or the Alaska State Defense Force, who is en route to or from a drill, training or other official militia activities.

III. ORGANIZATIONS AFFECTED

JRCC, All Terminals, All Vessels

IV. REFERENCES

P&P 4-1 Ticket Sales & Authorization
Reservation Management System Procedure Manual

V. FORMS

None

VI. DEFINITIONS

Militia: National Guard, Naval Militia and State Defense Force.

Pass: A document that allows the bearer to travel at a reduced rate. Various types exist.

RMS: Reservation Management System.

Space Available: Passenger or vehicle does not have a guaranteed space reservation and will be accommodated only if there is space available after all confirmed space passengers, vehicles or cargo have been loaded. Travel may be interrupted and vehicle (and driver) forced to disembark short of their destination to accommodate full fare paying traffic. When faced with such a situation, a customer cannot then decide to discontinue the space available travel and pay the fare.

VII. RESPONSIBILITIES

A. Alaska Legislature:

1. Authorized militia travel onboard AMHS ferries, per HB289:

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<p>“Sec. 19.65.035. Transportation of members of the Alaska organized militia. To the extent that space is available, the Commissioner of Transportation & Public Facilities shall provide free transportation on vessels of the Alaska Marine Highway System for a member of the Alaska National Guard, the Alaska Naval Militia, or the Alaska State Defense Force which is en route to or from drill, training, or other official militia activities.”</p> <p>B. Traveling Militia:</p> <ol style="list-style-type: none"> 1. Presents proper military identification and a copy of travel orders for ticketing on the day of travel. <p>C. Customer Service Representative:</p> <ol style="list-style-type: none"> 1. Checks and verifies militia identification and travel orders information to ensure the person is eligible for militia travel. 2. Issues a space available ticket to traveler upon verification of eligibility, per procedures below and other standard ticketing policies and procedures. 		
VIII. PROCEDURE		
<p>A. General Guidelines:</p> <ol style="list-style-type: none"> 1. All ticketing must be performed at the boarding site at time of boarding. 2. Passenger must provide current official military ID for one of the three official militia units mentioned above. AMHS does not provide transportation for any other military organization such as US Army, Navy, Air Force or Marines. 3. Alaska militia travel is authorized for travel between all AMHS ports. 4. Travel must take place within the 2 previous or 2 following sailings of the duty assignment orders or drill date schedule. Travel outside this sailing range does not qualify for free travel. 5. Free transportation is for passenger only! All other items such as vehicles, cabins, meals, etc. must be purchased through normal methods. 6. Passage is on a space available basis. 7. No reservations may be made or customer must pay full fare. 8. Open line item itineraries may be made prior to sailing date but passenger space may not be reserved and tickets are to be issued, only at time of sailing. <p>B. Ticketing Militia Travel:</p> <ol style="list-style-type: none"> 1. Circle the effective “drill date” or “activity date” on the orders or drill schedule to signify time frame compliance for authorized travel. 2. Make an “Open” passenger line item in an itinerary for a full fare adult. Note: Do not apply any tariff adjustments or override the fare value. 		

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3. Payment of this free transportation will be made through the use of one of the three official business passes: Pay Type = OP

Official Militia Unit	Official Pass #	Customer Record #
Alaska National Guard	90032	278445
Alaska Naval Militia	90033	278491
Alaska State Defense Force	90034	278493

4. Militia travel using this program should be on a separate itinerary with no other line items. Note: If an itinerary has been booked incorrectly and the ship is sailing immediately and there is no time to separate into two itineraries, then make sure you collect payment for all other line items.
5. Issue a ticket in the normal manner and stamp the ticket "PASS" since travel is space available.
6. A copy of orders or copy of drill schedule must be attached to sales reports.

C. Proof of Travel Authorization:

1. Authentication of Alaska National Guard Status for Travel Eligibility - This form is being prepared as a universal form used by all officially recognized State of Alaska Militia. See Attachment A.
2. Other examples that may be presented for travel and will be considered acceptable authorization:
 - a. Travel Order - See Attachment B
 - b. Authorized Travel Order - See Attachment C
 - c. Militia Drill Schedule - See Attachment D

D. Cancellations/Refunds:

1. No refunds will be issued for militia that has already traveled on a paid adult fare ticket and later seeks refund.

IX. ANNUAL REVIEW DATE / LEAD REVIEW

This P&P will be distributed to the Business Development Manager for review on April 1, 2015.

ATTACHMENT A

Authentication of Alaska National Guard Status for Travel Eligibility

AUTHENTICATION OF ALASKA NATIONAL GUARD STATUS FOR TRAVEL ELIGIBILITY on Alaska Marine Highway System (AMHS), and the Alaska Railroad (ARR)			1. DATE PREPARED (YYMMDD)	
PRIVACY ACT STATEMENT				
AUTHORITY: 10 USC 8102, 44 USC. 3101 AND EO 9397. PRINCIPAL PURPOSE: Use of your SSN is necessary to positively identify you. ROUTINE USE: Used by Alaska Army/Air National Guard and State Defense Force personnel for space available on the AMHS/ARR. DISCLOSURE IS VOLUNTARY: However, failure to disclose it will prevent you from traveling on the AK Marine Highway System/AK Railroad.				
PART A. TO BE COMPLETED BY APPLICANT				
2. NAME (Last, First, MI)		3. PAY GRADE	4. BRANCH OF SERVICE AK ARNG AK ANG AK SDF	5. SSN
6. UNIT NAME			7. UNIT ADDRESS	
I hereby certify that my space-available travel on the Alaska Marine Highway System/Alaska Railroad is to/from Drill and/or Training. (IAW HB 289).				
8. SIGNATURE			9. DATE SIGNED (YYMMDD)	
PART B. TO BE COMPLETED BY ALASKA ARMY NATIONAL GUARD ORGANIZATION COMMANDER				
The Alaska Army National Guard soldier named above is an active Alaska Army National Guard component member and is eligible for space-available transportation on the AK Marine Highway System/AK Railroad in accordance with House Bill 289, and is authorized to so travel from _____ to _____ (Not to exceed 30 days.)				
10. Date (YYMMDD)		11. Date (YYMMDD)	12. HOR	13. Destination(s)
14. NAME (Last, First, MI)		15. RANK/TITLE	16. SIGNATURE	17. DATE SIGNED (YYMMDD)

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ATTACHMENT B
Sample Travel Order

This order is sometimes known as a travel order. The duty station might be considered either the address after the individual's name/ssn or on the line Temporary duty at. As you can see, there a couple of different dates.

STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 5800
FT RICHARDSON, ALASKA 99505-5800

ORDERS 013-136

13 January 2000

GERRISH JOHN M Soc_Sec_Num2 CW2 CO A 4RD BN 297TH INF
(YQ6A0-810) 355 WHITTIER STREET JUNEAU AK 99801

You are to proceed on temporary duty as shown below and will return to your permanent station upon completion of the duty.

Temporary duty at : Local Armory w/Further Grp Tvl to Camp Carroll, AK

Purpose: IDT Consolidation

Type duty code: A23 IDT Travel - Corps Separate Combat Units

Number of days: 3 Day(s) (04 February 2000 - 06 February 2000)

Will proceed date : 04 Feb 00

HOR: 1234 KNOW WAY ST JUNEAU AK 99801

Additional instructions:

- (a) YOU ARE ORDERED to duty with your consent and the consent of the Governor of the State of Alaska. You are responsible for reporting to your next duty station/school in satisfactory physical condition able to pass the APFT and meet Height/Weight standards. Must have a tape test in possession, if applicable.

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ATTACHMENT C
Sample Authorized Travel Order

This order is an AT (authorized travel) order. Usually the military will pay for commercial travel from an individual's home of record to the reporting station but free travel on the ferry could be expected. Sometimes the unit is identified without the soldiers name, but commonly the list of unit members will be on the back or attached.

STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 5800
FT RICHARDSON, ALASKA 99505-5800

ORDERS 108-153 17 April 2000

GERRISH JOHN M Soc_Sec_Num CW2 CO A 3RD BN 297TH INF
(YQ5A0-810) 355 WHITTIER STREET JUNEAU AK 99801

You are ordered to annual training (AT) for the period shown. Upon completion of the period of annual training you will return to place where entered on annual training and are released from such duty.

Period (TDY) : 03 June 2000 - 17 June 2000

Report to: Local Armory w/further tvl to Wasilla, AK and San Luis
Obispo, CA

Reporting time/date: 0730/3 Jun 00

Purpose: Unit AT

Additional instructions:

- (a) YOU ARE ORDERED to duty with your consent and the consent of the Governor of the State of Alaska. You are responsible for reporting to your next duty station/school in satisfactory physical condition able to pass the APFT and meet Height/Weight standards. Must have a tape test in possession, if applicable.

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ATTACHMENT D**Sample Drill Schedule**

This document (Memorandum) is the drill schedule for the year. Usually the soldier will be traveling to the address near their name, which should be their assigned unit. Sometimes, soldiers in SE may be traveling to Juneau for a company consolidation because the headquarters is here.

DEPARTMENT OF THE ARMY
Alaska Army National Guard
Company A, 3rd Battalion (Scout), 297th Infantry
355 Whittier Street
Juneau, Alaska 99801-1797

AKNG-TBA-CO

01 August 2000

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Unit Drill Schedule for Training Year 2001

- Under the provisions of AR 135-91, you are required to attend all scheduled unit training assemblies and annual training period. Proper military appearance and satisfactory performance of assigned duties are mandatory.
- The following dates are the scheduled Training Assemblies for the Training Year 2001:

Month of	Drill Dates	Reporting Hour	MUTA	UTA#
October	13-15 Oct 00	1900	5	1-5
November	03-05 Nov 00	1900	5	6-10
December	01-03 Dec 00	1900	5	11-15
January	05-07 Jan 01	1900	5	16-20
February	03-04 Feb 01	0800	4	21-24
March	No Scheduled IDT			
April	07-08 Apr 01	0800	4	25-28
May	04-06 May 01	1900	5	29-33
June	01-03 Jun 01	0800	4	34-38
July	No Scheduled IDT			
August	10-12 Aug 01	1900	5	39-43
September	21-23 Sep 01	1900	5	44-48

3. Request for excusals must be approved by your immediate supervisor in writing prior to the scheduled drill before I make the determination to grant the requested excusal. Rescheduled split training performance will be a period of four continuous hours to credit one unit training assembly. All soldiers should be prepared to travel earlier then specified on this memorandum when necessary.

4. The Units Annual Training is scheduled for 17-31 March 2001 in support of Northern Edge in Ketchikan, Alaska. Attendance of MOSQ and NCOES will be in lieu of Annual Training.

5. POC is the undersigned or SSG Albrecht at (907) 465-4559.

WALLACE E. STEINBRECHER
CPT, FA, AK-ARNG
Commanding

DISTRIBUTION:

Per assigned soldier (1)

Per attached Soldier (1)